



AGENDA ITEM: 8

DATE OF MEETING: October 19, 2011

ACTION: X

INFORMATION:

CONTINUATION OF CONTRACTS FOR SIGNATURE PROGRAM DATA COLLECTION AND STORAGE

SUMMARY OF REQUEST

First 5 California staff requests approval of the continuation of contracts for the signature program data collection design, development and implementation (DDI) agreements through July 1, 2012, continuation of the data storage and maintenance agreement through September 2014, and authority to enter into a three-year contract for data collection system user support.

BACKGROUND

Mandates

Since its creation in 1998, First 5 California has been required to assess and evaluate its programs and services as mandated by Section 130105 of the California Health and Safety Code which states that First 5 California must support:

Research and development of best practices and standards for all programs and services relating to early childhood development established pursuant to this act, and for the assessment and quality evaluation of those programs and services.

The assessments and evaluations conducted are in support of the First 5 California Signature Programs: Child, Teacher, and Parent and track program quality and child and family outcomes. Currently, the CARES Plus Teacher program is supported by the First 5 California's Data Collection System. As First 5 California readies to launch the Child and Parent programs, the data collection system is scalable and will further enhance current data collection efforts to include national and international measurement tools. First 5 California will further use the data system to create the Annual Report to the Governor and the Legislature, support county commissions through the dissemination of best practices, support First 5 California's policy direction, and inform program improvement. In order to obtain all this necessary functionality, the development of this comprehensive data system must continue without interruption.

An overview, with screen shots, of First 5 California's Signature Program Data Collection System as it applies to the Teacher Signature Program is provided as

Attachment 1. In addition is a status report on the project from the Independent Verification and Validation contractor (Attachment 2).

SUMMARY OF REQUEST

An information technology project of the scope of First 5 California's data system is made up of many important parts. This chart provides a summary of the previously approved funding authority for First 5 California's current data collection contracts and the proposed \$630,000 in funding augmentations for these agreements necessary to continue the design, implementation, maintenance, and training for the signature program data collection system.

Data Collection Contracts	Previously Approved Contract Amounts	Proposed Funding Augmentation	Commission Action Request Summary
System Development			
Data Collection System Development	\$2,516,760		Time extension through 12/31/12
Independent Verification and Validation and Project Oversight	\$272,000	\$100,000	Time extension through 12/31/12 plus contract amount augmentation
Testing and Business Analysis Support	\$491,700	\$265,000	Time extension through 12/31/12 plus contract amount augmentation
Maintenance and Operations			
Data Collection Storage and Maintenance	\$792,000		Time extension through 9/30/14
Technical Assistance			
Data Collection User Support		\$265,000	New funding authority
Totals	\$4,072,460	\$630,000	

HISTORY

State Commission Approval of Statewide Evaluation Framework

In January 2006, the State Commission approved funding for First 5 California's research and evaluation efforts from March 1, 2006, through June 30, 2009. In September 2007, the State Commission approved the State Evaluation Framework and extended the date for implementing the Evaluation Framework from June 30, 2009, to December 31, 2011. First 5 California has worked closely with the First 5 county commissions, via an Evaluation Workgroup, on the design and implementation of the Evaluation Framework.

Data Collection System Design and Storage Contract Timeline

Dec 2008	Information Technology Request for Proposal (RFP) released
Dec 2009	Data Collection Design, Development, and Implementation (DDI) contract awarded (M Corp)
Mar 2009	Independent Verification and Validation and Project Oversight Contract Executed (Leveraged Procurement)
Aug 2010	DDI contract executed
Aug 2010	Testing and Business Analysis Support contract executed (Leveraged Procurement)
Apr 2011	DDI contract amended to incorporate CARES Plus data collection
Oct 2011	Data Collection System, Phase I implementation
Oct 2011	Data Collection System Storage and Maintenance contract approved by Department of General Services

Signature Program Data Collection System Contracts – Development and Implementation

Each of the contracts supporting the First 5 California signature program data collection system has specific and important functions. They include:

- **Data Collection System Development:** Design, Develop, and Implement (DDI) a statewide data collection system. The intent of the data system is to support all First 5 California signature programs by housing program data, participant data, and nationally recognized evaluation and assessment tools key to evaluating program success. In addition, the data system will integrate three stand-alone systems into one comprehensive system to support *First 5 California Annual Report* data collection, County Case and Program Management data collection and immediate retrieval of data to support teachers and parents of children ages 0 to 5.
- **Independent Verification and Validation and Project Oversight:** Provide independent project oversight and independent verification and validation for the DDI portion of the statewide data system. The tasks performed are typically supported by a third party and are standard operating procedure on State of California Information Technology projects of this size.
- **Testing and Business Analysis Support:** Business analysis, writing test scripts, user test execution, and system test execution. The tasks performed are highly technical in nature and require expertise outside of those tasks performed by First 5 California staff.
- **Data Collection System Storage and Maintenance:** Maintenance and operations for statewide data system by performing tasks such as providing new accounts, maintaining current accounts, password resets, system outages, system updates, and monitoring performance of the data system. The tasks

performed by the help desk under this contract directly support First 5 California staff, First 5 counties and partners. The original request for proposal as released by First 5 California intended to award, at the option of the state, a three-year maintenance and operations contract.

- **Data Collection User Support:** Provide additional end user support and training not currently covered by data system implementation or the maintenance and operations contracts.

RECOMMENDATION

Staff recommends the following actions related to the Signature Program Data Collection System as previously outlined in the chart on page 2:

1. Data Collection System Development: **Approval to extend the contract for the Data Collection System Development through December 31, 2012.** The current DDI contract in the amount of \$2,516,760 expires December 31, 2011. An extension of authority is necessary to complete the system as described in the original request for proposal. While First 5 California received authority to implement the State Evaluation Framework in 2007, the competitive bid process took approximately 28 months to achieve an executed contract. The original DDI timeline was 20 months from the contract start date. Since the execution of the contract in August 2010, additional requirements were developed to support the First 5 California signature program, CARES Plus, and subsequently created an adjustment in the schedule and necessitates a request for contract extension. Since this contract is deliverable based, no additional funding beyond the initial contract amount is necessary to complete the data collection system as bid by the contractor.
2. Independent Verification and Validation and Project Oversight: **Approval to extend the contract for Independent Verification and Validation and Project Oversight through December 31, 2012, with an augmentation of \$100,000 in additional funding.** The current contract in the amount of \$272,000 expires December 31, 2011. Approval of this request will allow this essential work to continue and run parallel with the Data Collection System Development work performed by the primary vendor. This contract is task based and requires personnel hours to support the implementation of the data system. Additional funding is required to mitigate risks and support implementation of the data collection system.
3. Testing and Business Analysis Support: **Approval to enter into a new agreement for up to \$265,000.00 through December 31, 2012, for Testing and Business Analysis Support for the Data Collection System.** The current contract in the amount of \$491,700 expires December 31, 2011. An extension of time is necessary during the DDI phase and work in tandem with the primary

vendor. This contract is task-based and requires reimbursement for personnel hours.

4. Data Collection Storage and Maintenance: **Approval to extend the contract for Data Collection, Maintenance, Operations and Storage through September 30, 2014.** Current contract authority expires December 31, 2011; an extension of time for 33 additional months would in effect complete the original 36 month term agreement as stipulated in the request for proposal and response supplied by the vendor. Since this contract is deliverable based, no additional funding beyond the maximum contract amount of \$792,000 is necessary through October 2014.
5. Data Collection User Support: **Approval to enter into a new agreement for up to \$250,000.00 through September 30, 2014, using the State contracting process to provide end user support and training for First 5 California's data collection system.** Additional end user support and training is not currently covered in the data collection system development or maintenance and operations contracts. The tasks to be performed through this proposed contract include user acceptance testing support, end user training sessions, training materials, job aids, technical assistance, and First 5 California and First 5 county and partner data entry support. A key element when implementing a new data collection system is sufficient support to the end user. This contract will ensure that First 5 counties and partners using the data collection system have the necessary training and support to provide accurate data in the most efficient manner.

First 5 California has sufficient funds to support this request for funding augmentations for a total of \$630,000. These funds will be charged to the Research and Development account. The remaining requests are for time extensions and will not result in additional resource expenditures.

RESEARCH AND EVALUATION ADVISORY COMMITTEE REVIEW

On September 29, 2011, First 5 California staff met with Commissioners Patrick Duterte and Dr. Maria Minion, as Research and Evaluation Advisory Committee representatives, to provide an overview of First 5 California's data collection system and to review the proposal to maintain the current contracts for the data collection and storage system and to enter into a new contract to provide county technical assistance, as described above.

ATTACHMENTS

Attachment 1 – Teacher Signature Program Data Collection System

Attachment 2 – Report from Independent Verification and Validation Contractor